

**Town of Lovettsville, Loudoun County**  
**Town Clerk/ Administrative Assistant**

Salary: \$35,000-\$45,000 + benefits. Full Time Position

Seeking a highly motivated and extremely organized individual to serve as the Town Office Administrative Assistant and Clerk to the Town Council / Secretary to the Planning Commission. Primary responsibilities include providing excellent customer service, coordinating business license and vehicle decal sales, records maintenance, processing planning and zoning applications, managing FOIA requests, assisting treasurer with clerical support. Requires at least 3-5 years experience in office administration, strong skills in Word/Excel, the ability to accurately take and transcribe minutes and compose correspondence. Attendance at several night meetings each month is required. Previous experience in municipal government strongly preferred. Please send cover letter, resume and Town application form to: Town of Lovettsville Attn: Town Manager, P.O. Box 209, Lovettsville, Virginia, 20180. For more information please contact the Town Hall at 540-822-5788 or visit [www.lovettsvilleva.gov](http://www.lovettsvilleva.gov) . First review of applicants will take place on February 23, 2012.